GUIDELINES:

Issued: Date Issued – January 9, 2014
Revised: Date Revised – June 10, 2014

PURPOSE:
To establish guidelines for the regulation of parking on the Washington University in St. Louis School of Medicine campus to ensure fair and equitable parking arrangements while supporting the mission of the School of Medicine.

DEFINITIONS:
Parking Permit (Hang Tag) – Visible permit, which must be displayed if you are parking on a surface lot. Access to the other facilities is controlled by the parker’s WUSM Identification Card. Generally, only garage parkers who need reciprocity parking on Danforth Campus will be issued a hangtag.

Parking Fine – Citation issued to parkers who are violating the parking rules for a parking facility.

PROCESS:
Community Members wishing to park a vehicle on the School of Medicine campus must purchase parking at the Facilities Integrated Service Center (FISC) located on the First Floor of the Olin Residence Hall, 4550 Scott Avenue, St. Louis, MO 63110.

Currently, community members working outside of Monday through Friday business hours do not pay to park.

Parking outside of the Clayton Garage is regulated due to more high demand for the other facilities. Clayton Garage parking will be the best and often only choice for parkers. The Clayton Garage is located at the intersection of Clayton and S. Taylor Avenues. The facility can be entered through the South Entrance off Clayton Avenue or the North Entrance through the Busch Lot off S. Taylor or S. Newstead Avenues.

Due to campus parking levels “Reserved Parking is no longer offered on campus”. In rare cases, where strong business reasons exist for an exception such as faculty with critical specialized medical care responsibilities or senior administrators with responsibilities across multiple campuses, an exception to this policy can be requested from the Assistant Director of Physical Security and Campus Services. If the request is denied and the requestor would like to appeal the declination, they can direct the appeal to the Senior Director of Protective Services, Emergency Management and Campus Services.

Parking on surface lots is controlled by a permit (hang tag) and sometimes WUSM Identification Card. Hang tags must be hung from the rear view mirror without any obstructions to prevent the permit from being read from outside the vehicle.

Parking in the Clayton and Metro Parking Garages is controlled by WUSM Identification Card. Unless a parker also parks on the Danforth Campus, a parking permit will not normally be issued to garage parkers.

Parking may be cancelled at any time throughout the year. Surface hang tags or BJC facility access cards (if applicable) must be returned to the FISC by the third of the month to avoid being charged for that month’s parking. Monthly permits are not eligible for refund.

If a Surface hang tag or BJC facility access card is lost, it should be reported immediately. A replacement permit or access card will be provided for a non-refundable $20.00 fee.

Parking is non-transferable. Using a WUSM Identification Card to swipe other parkers into a facility is grounds for losing your parking privileges and a report may be forwarded to the parker’s department for disposition.
All vehicles on the Medical Center campus must have a valid and current license plate.

Patient and visitor spaces are never to be used by faculty, staff and students. Disabled parking is only for disabled parkers at all times as well.

Washington University in St. Louis School of Medicine is not responsible for any damage and/or loss which may occur to a vehicle during times the vehicle is parked in WUSM garages and parking lots or while a vehicle is being towed or booted.

The university reserves the right to have abandoned vehicles towed from the School of Medicine facilities.

Any vehicle found displaying a lost or stolen permit will be towed/booted at the owner’s expense and the user fined $500.00 plus boot/towing fee.

Vehicles parked in fire lanes, disabled parking spaces, loading zones or otherwise creating a hazard may be towed at the owner’s expense.

Parkers who receive a parking violation that they believe was issued in error may appeal the ticket. The appeal must be made within 14 days after issuance at the FISC desk. Appeals will be reviewed and a final disposition mailed to the appellant.

All vehicle operators on the Medical Center campus are expected to operate their vehicles safely. Vehicles driven in a reckless manner can result in a driver losing their parking privileges. Drivers will park their vehicles according to university protocols as well as Missouri law and St. Louis ordinance.